



HawleyHurst School
Admissions Policy 2018/2019

ADMISSIONS POLICY

This policy applies to all children, including those in Early Years Foundation Stage (EYFS)

THE ENTRY PROCEDURE

HawleyHurst is a co-educational day school for children aged 2.6 to 19. The school is non denominational and multi-cultural accepting children from all backgrounds and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010. The equality Act 2010 defines these as disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. However, we do expect pupils to be able to access our curriculum, without negatively impacting upon the learning of their peers, in order to benefit from our balanced and well-rounded education, and to make a positive contribution towards school life.

Conditions FOR ADMISSION

- It is a condition of admission that:
- Any conditions of entry to the School are fulfilled
- The School receives payment of an Acceptance Deposit
- The applicant is of appropriate age and maturity
- The School can adequately cater for and meet the needs of any disability and/or special educational needs and that parents have disclosed any special needs or disability to the school and supplied any reports available.

Admission to the school is at the Principal's discretion.

For entry to the school at any level, prospective pupils and their parents visit the school and meet with Senior Staff. Parents and prospective pupils can attend any of the Open Days or organise an individual school tour. The school will obtain a confidential report from the previous school where relevant to the year of entry. This enables the School to offer places to those for whom our style of education seems most appropriate, for those who are most likely to benefit from what we offer and who appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

We admit children at any stage of their education throughout the year, providing we have a place available. Key entry points are at the beginning of each key stage.

We arrange our waiting list in the order of date of registration. In addition, our policy will take into account the following criteria:

Priority for entry to the Nursery and school will be given to those with siblings already attending HawleyHurst.

Prior to a child's attendance at the school the parent/carer must complete the registration and entry form at which point an account will be raised. These forms provide the school with the following vital information

- Full name, sex, home address and date of birth of each child
- Name, address and telephone numbers of all parents and emergency contacts
- E-mail address

- Name, address and telephone number of the child's doctor, dentist and health worker
- Names of siblings / position in the family
- An indication of the parent with whom the pupil normally resides and whether there are any residency orders
- The name and address of the school last attended, if any. Once accepted the school will request further records from the previous school
- Details of health and development and details of allergies
- Parental concerns and child's starting points
- Details of any special educational needs or disabilities

ATTENDANCE

We expect children from Reception to Year 11 to attend school full time. Nursery students are expected to attend for a minimum of three sessions per week. Where a student's attendance is giving cause for concern the school will request a meeting with parents. The Principal will in certain circumstances be prepared to negotiate attendance depending on individual circumstances. These may involve restricted hours due to illness or for those who are part home/flexi schooled. In addition, the Principal will consider absence for those who are 'working'. Absence is at the discretion of the Principal and permission must be sought in writing. If pupils are receiving some of their lessons under the regulation: an 'education otherwise' (home flexi schooling or tutoring on set) the responsibility lies with the parent to see that the education is sufficient and at an appropriate level, the local authority has a duty to monitor the arrangement and the school will report progress to the authority on request of information.

CHILDREN UNDER FIVE

Our Nursery School provides full and part-time care and education for boys and girls aged 2 and above. We offer flexible sessions to suit individual needs with wrap-around care (8am – 6pm). The Reception class attends for a full day; wrap around care is available.

EQUAL TREATMENT

We aim to encourage applications from candidates from all backgrounds which enriches our school community. We monitor the gender and ethnic background of children joining the school to ensure that our procedures and approach are welcoming and inclusive.

HawleyHurst is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation, gender or social background.

Bursaries are offered in order to make it possible for as many as possible who meet the school's admissions criteria to attend the school. Our provision for bursaries is described in our separate policy called bursaries and scholarships.

PUPILS WITH ADDITIONAL NEEDS OR DISABILITIES

We welcome pupils with special educational needs and disabilities, providing that they can access our curriculum and that we are able to make provision to meet their needs. The acceptance of the child should not impact on the education and welfare of those already attending the school.

Where a Local Authority places a pupil with an EHC Plan at HawleyHurst they retain responsibility for ensuring the provision specified in the child's EHCP. They are also responsible for paying fees. This does not prevent a parent placing the child at the school if the Local Authority is not prepared to fund the place, however the parent will become responsible for the fees and the costs of all associated support. If a child with a EHCP is placed by either the Local Authority or the parent, the EHCP will be reviewed annually (earlier if necessary) to ensure that the school can continue to meet the needs of the child as set out in the EHCP. It remains the responsibility of the local authority and not the school to review the EHCP. The provision available for all students with special needs whether they have been issued an EHCP or not, will be reviewed regularly to ensure that all children have access to the curriculum and are receiving adequate support.

Parents of a pupil identified with special needs will be asked to submit supporting paperwork to the learning support team and in some cases this will lead to the child being assessed by the Learning Support Department to determine if they are able to access the school curriculum. Should their needs be over and above those that can be addressed within the classroom setting it will be specified they need individual support. The cost of these lessons will be over and above the school fees.

Where a pupil has an Educational Health Care Plan the school needs to ensure that it is able to make provision set out in the EHCP. If it is felt that the school cannot support the pupil, that the pupil will not be able to access the schools age appropriate curriculum, or that the placement could negatively impact the effective education of others, then unfortunately a place will not be offered.

We welcome pupils with physical disabilities provided that they are able to cope with our site. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with HawleyHurst before they apply for entry so that we can make adequate provision for him/her. Parents must provide a copy of an Educational Psychologist's report, Specialist Teacher Assessment, Professional's Report, or a medical report to support their request for any special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

THE ASSESSMENT PROCESS

For children entering the Nursery/EYFS department parents are asked to attend an introductory welcome meeting to advise us of any needs the child might have. Children are invited to attend a morning or several mornings to ensure that they are comfortably introduced to the setting. Any reports on the child should be shared with the school as per the main admission criteria. For a child aged two to three, the school will undertake a progress check during the first term to provide parents and/or carers with a short written report of their child's development in the prime areas. It will identify the child's strengths and any areas where the child's progress is less than expected. It will focus particularly on any areas where there is a concern that the child may have a developmental delay, which may indicate a special educational need or disability. The school will invite parents to discuss the report and to decide whether or not any additional support or assessments are required. Once children are settled within the Nursery/EYFS department they will all be informally assessed to establish a starting point for their educational career. This will be shared with the parents as above.

All pupils, whether internal or external, sit a placement test at the end of year 6 for entrance the following September into the Senior School.

The aim of the process is to identify potential whether this be academic or in vocational subjects. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, dance, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the placement tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

Assessment for all other pupils is made on the basis of a school report, reference and/or interview. We do not have an entrance examination however, we regularly ask applicants to complete assessments during school visits to support their application.

We strongly advise potential pupils to come and spend some taster sessions with us so that we can make a full assessment

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of the school, pupils should preferably be fluent English speakers. The school will need to be assured that it can adequately support the child whilst it learns the language to enable it to access the mainstream curriculum. We are happy to make arrangements to support those who wish to have additional EAL support.

RELIGIOUS BELIEFS

Although HawleyHurst is non-denominational, the school has Christian roots and we do not select for entry on the basis of religious belief.

SAFEGUARDING

Where a matter arises that falls under safeguarding the school is not required to seek parental consent for referral to statutory agencies ([Safeguarding Policy](#)).

OFFER AND ACCEPTANCE OF A PLACE

Once the completed Registration Form and fee is received, the child's name will be added to the relevant age group list. There will be circumstances where a child might be placed in a year group contrary to their age and this will be discussed at interview prior to offer of a place. Places may be offered to pupils out of year group where there is a good reason for this. We retain the right to withdraw an offer of placement if relevant information regarding the child has been withheld from the school.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.